



# Haryana Government Gazette

Published by Authority

© Government of Haryana

---

No. 22-2022] CHANDIGARH, TUESDAY, MAY 31, 2022 (JYAISTHA 10, 1944 SAKA)

---

## PART – I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### IRRIGATION & WATER RESOURCES DEPARTMENT

#### Notification

The 31st August, 2021

#### Online Transfer Policy of Circle Stenographers

**No. 3886.**— In exercise of the powers conferred by the proviso to article 162 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy, namely:-

1. **Short title and Vision:** This policy may be called the “**Online Transfer Policy of Circle Stenographers of Irrigation & Water Resources Department Haryana**”. This Policy is made to ensure equitable distribution of Circle Stenographers at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the department.
2. **APPLICATION:** This Policy shall be applicable to all Circle Stenographers, who are members of State cadre working on regular basis.
3. **DEFINITIONS:** In this policy, unless there be anything repugnant in the subject or context;
  - a. **‘Blocked Posts’** means the vacancies of a cadre remain unfilled at any given point of time due to shortage of employees in the department.
  - b. **‘Employees of Special Category’** means the blind employees or the differently abled employees or their child / children and spouse, women employees, women headed households, widows, widowers, couple case, employee suffering from Diseases of Debilitating Disorder;
  - c. **‘Prescribed Tenure’** means the tenure of appointment for a period of three years in a Circle Office. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a Circle on 31st March of the calendar year of transfer shall be counted irrespective of the fact he/she has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum one year service in a Circle.
  - d. **‘Qualifying date’ for the purpose of calculating the vacant post(s)** shall be the 31st March of the Calendar year of transfer.;
  - e. **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by Circle Stenographer during the prescribed tenure.

- f. **‘Transfer’** means posting/appointment from Circle Office to another on or before completion of prescribed tenure in a Circle;
- g. **‘Vacant Post for transfer’** means
- (i) A post not occupied by any Circle Stenographers;
  - (ii) A post presently occupied by any Circle Stenographers for a period of three years or more;
  - (iii) A post on which any Circle Stenographers has been appointed by temporary transfer or due to non-availability of online transfer drive;
  - (iv) A post occupied by any Circle Stenographers, who has been adjudged eligible and allowed by the competent authority to participate in the general transfer drive even if he has not completed the prescribed tenure in the Circle, where he is presently posted.
- Note-1.** — Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.
- Note-2.** — The post against which any Circle Stenographers has been posted/transferred on compulsion of administrative reason or litigation nature shall also not be included in the vacant posts for transfer.
- Note-3.** — Department shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholder. Depending upon input from stakeholders, such list may be amended, if required.
- h. **‘Circle’** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of any Circle Stenographers for transfer from Circle Office to another under this policy;

#### 4. **GENERAL PRINCIPLES:**

##### (i) **Time Scheduled for Online Transfers:**

- a. General online transfer will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in a public interest, can be made anytime by the competent authority.
- b. The online process will be completed up to 31st March and implemented after 31st March or as per exigency/convenience of the department.
- c. Every Circle Stenographer having 3 years of stay/ tenure in a Circle Office has to be compulsory shifted.
- d. A Circle Stenographer, who has completed 1 year stay/tenure in a particular office, can opt for his transfer out of circle. But, a Circle Stenographer who has completed 3 years stay/tenure in a Circle cannot opt for his transfer in the same circle.
- e. In case, any Circle Stenographer having 3 years of stay in a particular office cannot opt his preference for the same office. Once posted at one office, he will not be allowed to submit his option for 1 year and will be transferred as per provision of policy thereafter.
- f. The posting of Circle Stenographer in a particular Circle will be affected on the basis of vacancy in that Circle.
- g. Minimum stay for seeking transfer shall be 1 year after which he / she can participate in drive.

##### (ii) **Liable to be posted anywhere:**

Circle Stenographers are liable to be transferred under this policy in any Circle or anywhere in the State or BBMB against share quota posts, in public interest, on completion of prescribed tenure.

##### (iii) **Computerization of relevant service record of employees:**

The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the department shall be at liberty to post him anywhere in the State.

- (iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned post and block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

5. **MERIT CRITERIA FOR ALLOTMENT OF POST:**

- a. Merit for allotment of vacant post to any Circle Stenographer shall be based on the total composite score of points earned by a Circle Stenographer, out of 80 points as described below. The Circle Stenographer earning highest points shall be entitled to be transferred against a particular vacancy.
- b. Age shall be the Prime Factor for deciding the claim of the Circle Stenographer against a vacancy since it shall have weightage of 60 points, out of total points.
- c. A privilege of maximum 20 points can be availed by the Circle Stenographer of special categories as indicated below:-
  - A. **Age:** The first set of merit points will be the age of the Circle Stenographer concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1	Age (Present date i.e. (1st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points	60	Age in number of days/365 (maximum four decimal points only)

- B. **Special Category:-** The Second Set of merit points will come from the special categories enumerated hereinafter: -

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 Points shall be given to all female Circle Stenographer
2.	Special Category of female Circle Stenographer	Widow/divorced/ legally separated/ unmarried female employee or the Circle Stenographer having married with Military personal/ Paramilitary personal working outside the State	10	All female of this category shall be given 10 marks only
3.	Special Category of male Circle Stenographer	Widower who has not re-married and has one or more minor children and / or unmarried daughter (s)	10	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	<b>40% to 60% disability= 10 Marks</b> <b>Above 60% to 80%= 15 Marks</b> <b>Above 80%= 20 marks</b>
		Locomotors	20	
		Deaf & Dumb	20	
5.	Diseases of "Debilitating Disorders" i.e. a. Currently suffering from Cancer; or	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, Bhagat Phool Singh College, Khanpur Kalan, Sonipat, Kalpana Chawla Medical College Karnal, PGI

	b. Having undergone by-pass heart surgery; or c. Kidney transplant; or d. Currently undergoing dialysis.			Chandigarh, Medical college of Haryana Government or a medical board so constituted.																					
6.	Diseases of “Debilitating Disorders”	Spouse/Un-married Children	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, Bhagat Phool Singh College, Khanpur Kalan, Sonipat, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical college of Haryana Government or a medical board so constituted.																					
7.	Differently abled or mentally challenged children	Male/Female employee having mentally challenged or 100% differently abled child.	10	Male/Female employee having mentally challenged or 100% differently abled children shall be provided maximum 10 points.																					
8.	Couple case	Only applicable to females	5	Employees’ spouses working in any department/board/corporation s under any state Govt. or Govt. of India.																					
9.	Earning Performance	An employee earning good performance through ACR of last one year. Any ACR during the last 3years, if last ACR not available	5	<b>Grading of ACR</b> <b>Outstanding = 5</b> <b>Very good = 2</b> <b>Others =0</b>																					
10.	Negative performance	An employee awarded with punishment during the period under: (i) Rule-4 (a) (ii) Rule-4 (b) of Haryana Civil Services (Punishment & Appeal Rules, 2016)	(-)7 (-)3.5	<table><tr><td colspan="3">Deduction of points Under Rule</td></tr><tr><td><b>Punishment awarded</b></td><td><b>4(a)</b></td><td><b>4(b)</b></td></tr><tr><td><b>1st</b></td><td><b>1</b></td><td><b>0.5</b></td></tr><tr><td><b>2nd</b></td><td><b>2</b></td><td><b>1</b></td></tr><tr><td><b>3rd</b></td><td><b>4</b></td><td><b>2</b></td></tr><tr><td><b>4th</b></td><td><b>6</b></td><td><b>3</b></td></tr><tr><td><b>5th</b></td><td><b>7</b></td><td><b>3.5</b></td></tr></table>	Deduction of points Under Rule			<b>Punishment awarded</b>	<b>4(a)</b>	<b>4(b)</b>	<b>1st</b>	<b>1</b>	<b>0.5</b>	<b>2nd</b>	<b>2</b>	<b>1</b>	<b>3rd</b>	<b>4</b>	<b>2</b>	<b>4th</b>	<b>6</b>	<b>3</b>	<b>5th</b>	<b>7</b>	<b>3.5</b>
Deduction of points Under Rule																									
<b>Punishment awarded</b>	<b>4(a)</b>	<b>4(b)</b>																							
<b>1st</b>	<b>1</b>	<b>0.5</b>																							
<b>2nd</b>	<b>2</b>	<b>1</b>																							
<b>3rd</b>	<b>4</b>	<b>2</b>																							
<b>4th</b>	<b>6</b>	<b>3</b>																							
<b>5th</b>	<b>7</b>	<b>3.5</b>																							
			<b>Note.—</b> 1. Both reductions to be made if punished under both. 2. The negative marks will be deducted from the maximum admissible 20 merit points.																						

- e. The employees, who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

**6. PROCEDURE TO BE ADOPTED:**

- (i) Head of Department shall seek preferences for choice of stations in a Circle from the eligible employees for transfers. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once exercised and confirmed by the employees shall be final and cannot be changed in any circumstances.
- (iii) Any Circle Stenographer, who is due for superannuation within one year or less than one year service shall not be transferred from his place of posting against his will even on completion of maximum stay in that office, but he / she can participate in the transfer drive if he/she desires so.
- (iv) Merit criteria for allotment of Circle will be as per Para 5 above.
- (v) All transfers shall be implemented within 7 days of their issuance. The Treasury Officers concerned shall not draw the salary of the Circle Stenographer, who has not complied with the orders.
- (vi) Within 15 days of issuance of orders, the Circle Stenographers aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. Their representations shall be considered in accordance with the policy and appropriate decision shall be conveyed to them as deemed fit.
- (vii) Online general transfer due to completion of prescribed tenure of 3 years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

**(7) BAR AGAINST CANVASSING:**

No Circle Stenographer shall canvass for his / her case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.

**(8) APPOINTMENT BY PROMOTION / DIRECT RECRUITMENT:**

Any Circle Stenographer taken in a cadre through direct recruitment/ promotion/ repatriation shall be posted in the Circle as per eligibility and availability.

**(9) OPPORTUNITY OF OPTION TO CERTAIN CATEGORIES:**

The following categories of Circle Stenographer will not be transferred unless they desire to participate in the transfer drive:-

- (a) Circle Stenographer having 12 months or less in retirement on the date of next transfer drive;
- (b) Unmarried female employees upon marriage for 12 months;
- (c) Married female employees upon divorce for 12 months; or
- (d) Widow or widower employees on the death of spouse for 12 months;

**(10) POSTING IN REMOTE AREAS:**

Incentive for serving on the choice of anywhere in the State: If any Circle Stenographer opts for 'anywhere in the State and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no Circle Stenographer has opted, they will be paid remuneration @ 10% of the basis pay + DA during the period of said posting.

Provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.

**(11) CLARIFICATION & IMPLEMENTATION:**

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

**(12) POWER TO RELAX:**

Notwithstanding anything contained in the policy, the Administrative Secretary, Irrigation & Water Resources Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Circle Stenographer to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

DEVENDER SINGH,  
Additional Chief Secretary to Government Haryana,  
Irrigation and Water Resources Department.